

5 December 1985

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MEMORANDUM FOR:

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I thought of inviting to the Christmas party the people who have demonstrated special initiative and creativity. Ask to go through the people cited for excellence. To me all of these appear to be simply doing their job in a superior manner, but I have checked those who I think fit the bill. It seems to me there were more examples of special creativity in the report circulated to the organization several weeks ago and perhaps still more if we go back into the records. Also, is there a list of special bonuses and awards?

In any event, you might take this up with Peggy and anybody else you think and see if you can get me some additional examples of special initiative and creativity. Perhaps there are a few others than those I have checked that I may have passed over. I don't know that I would include the example checked on the 7th page for "sustained superior performance...in keeping... ahead of the technology curve." We should expect that of highly rated people.

William J. Casey



ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

DATE

3 December 1985

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

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Lists of people from each directorate who have contributed to excellence in the past year are attached. We have tried to keep the papers short, while still giving you enough information to select the 30 or so for your Christmas party.

With regard to the DO list, it is shorter than anticipated because many of the contributors are overseas and will not be home for the holidays. All of the names I have given you are in the Headquarters area.

If you need additional information, please let me know.